

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Arizona State Office
222 N. Central Avenue
Phoenix, Arizona 85004
www.az.blm.gov

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To: All Employees
Attn: Information Access Centers, FOIA Coordinators

From: Acting Deputy State Director, Business & Support Services Division

Subject: Procedural Change Affecting Fees Charged for Photocopies

This is to notify employees of a change in the way copy fees are calculated for cost recovery. Effective immediately, page counts of photocopies charged to the public will consist of the actual number of pieces of paper provided. Two-sided copies will no longer be counted as two (2) copies, but will now count as only one (1) copy since only one piece of paper is being used.

BLM offices in several states, including Arizona, have traditionally counted two-sided copies as two pages for cost recovery purposes. This was based on instructions that the charge was for the number of times a copy machine printed information onto a piece of paper. The BLM cost recovery fees are currently being updated and a discrepancy between BLM offices in the various states has surfaced. It was discovered that the majority of other offices are counting actual pages rather than number of printed pages. The Washington Office has ruled that the correct interpretation is the number of pieces of paper used when determining the page count.

This procedure applies to all cost recovery calculations for copy fees (i.e., Information Access Center fees, FOIA fees, and Certification fees). This procedure will also be stated in the updated BLM cost recovery policy when it is issued.

If you have any questions, please contact Toni Klimek, State Records Administrator, at (602) 417-9364.

Signed: Mark Whitesell
Acting DSD, Bus/Support Svcs

Authenticated: Barbara Bleich
Staff Assistant